



# Canford School – Overall Risk Assessment for Full Reopening of School Christmas Term 2021

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## Canford School – Overall Risk Assessment for Full Reopening of School – Christmas Term 2021

School Name:	Canford School
Site Details:	Canford School, Wimborne, Dorset, BH21 3AD
Risk Assessor's Name:	David Brook, Managing Director and Bursar
Risk Assessment Date:	3 <sup>rd</sup> September 2021

### Introduction

On the 20<sup>th</sup> March 2020, in response to the coronavirus pandemic (designated by the World Health Organisation as COVID-19), the UK government introduced a lockdown of the working population, except for persons identified as Key Workers, as a medical control measure to reduce the spread of the virus and to enable resources to be allocated to those who are infected and maintain essential services for running the country. The School site was closed to all pupils throughout the Summer Term but reopened in September 2020 operating throughout the Christmas Term under a multi-layered system of controls aimed at reducing the transmission of infection amongst pupils and staff.

On 4<sup>th</sup> January 2021, The UK Prime Minister announced that all schools would be closed with immediate effect as part of another lockdown. Canford's site was closed to the majority of pupils until 8<sup>th</sup> March 2021, although a small number of international pupils who had returned to the UK prior to the closure and who were unable to return home were cared for at Canford. During both periods of closure there was a significant reduction in occupation of the premises and most staff implemented alternative working patterns, including working from home, with the provision of remote learning for all pupils using Microsoft Teams and other platforms.

From the week commencing 8 March 2021, following the announcement of the Government's roadmap to recovery, the Canford School site opened for all pupils, boarding and day until 11<sup>th</sup> June when the school site was closed for pupils following an outbreak of the 'delta variant' amongst the Upper Sixth which resulted in large numbers of pupils being identified as close contacts and being compelled to isolate away from the school. The large numbers in isolation made provision of effective high-quality education impossible and remote education for all pupils was implement until the end of the School year on 27<sup>th</sup> June 2021.

Step 4 of the Government's roadmap to recovery was implemented with effect from 19<sup>th</sup> July and moved away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance. It is underpinned by a series of detailed risk assessments, both Covid-19 specific and more general in nature, covering the full range of functions and operational areas of the school.

## Risk Assessment

Canford School, in line with all employers, must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the school setting. In all planning for the reopening we have considered and applied extant UK Government advice guidance and our risk assessments have been conducted to fully comply with the system of controls as summarised below. We will continue to review, develop and implement our risk assessments and system of control measures as and when legislation, guidance and advice changes.

As part of planning for full return for Christmas Term 2021, we have complied with the legal requirement to revisit and update our risk assessments (building on the learning to date and the practices we have already developed). We have considered the additional risks and control measures to enable a return to full capacity in September. We have also reviewed and updated our wider risk assessments and considered the need for relevant revised controls in respect of our conventional risk profile considering the implications of coronavirus (COVID-19). We have implemented sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Canford has active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

### The system of controls: protective measures

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. The Government's priority is for schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Nonetheless, having assessed the risks, schools must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have Special Educational Needs and Disabilities (SEND).

Following the system of controls set out here will effectively reduce risks in the school and create an inherently safer environment. We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

## System of controls

This is the set of actions schools should take.:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### Ensure good hygiene for everyone

#### Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. Pupils should continue clean their hands regularly. This can be done with soap and water or hand sanitiser.

#### Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

#### Use of personal protective equipment (PPE)

Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

### Maintain appropriate cleaning regimes, using standard products such as detergents

Put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the [cleaning of non-healthcare settings](#).

### Keep occupied spaces well ventilated

When schools are in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Identify any poorly ventilated spaces as part of the risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

Balance the need for increased ventilation while maintaining a comfortable temperature.

#### Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test. Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops [COVID-19 symptoms](#), however mild, send them home and they should follow public health advice.

If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.

Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.

### Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

As pupils will potentially have mixed with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing capability on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

### Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

It is essential for all in the Canford Community to recognise that, despite the extremely encouraging recent developments such as the vaccination programme and the increased availability of Covid-19 tests including those that provide results in a few minutes (Lateral Flow Tests), adherence to the system of controls to the fullest extent possible is the best way of ensuring that staff pupils and visitors do not come to harm at Canford.

## Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically extremely vulnerable).	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><u>Considerations</u></p> <p>Canford has taken steps to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically extremely vulnerable.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• A communication to all staff has been issued to request that they urgently contact HR if they have an underlying health condition that causes them to be classed as clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</li> <li>• For staff identified as clinically extremely vulnerable The HR Director has discussed with each individual whether additional control measures are necessary to reduce the risk to an acceptable level. Where appropriate additional measures (e.g. installation of protective screens) have been taken.</li> </ul>		

<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically extremely vulnerable).</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p>	<p><u>Considerations</u></p> <p>Canford has taken steps to identify those pupils that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically extremely vulnerable.</p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• None required</li> </ul>		
<p>Lack of staff available to operate safe staff/pupil ratios and/or operate site.</p>	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<p><u>Considerations</u></p> <p>Canford has taken steps to identify all staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically extremely vulnerable. Currently there are very few members of staff who will not be able to return to work, or continue to carry out their full range of duties from home, and hence there are sufficient staff to operate all areas of the School safely.</p> <p>Further actions may be necessary should staff numbers drop as a result of illness or the requirement to isolate, for example following unvaccinated staff contact with a confirmed case of CoVid-19 under track and trace procedures:</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Ongoing monitoring of staff availability in all critical areas of school operation.</li> <li>• Develop contingency plans where appropriate.</li> <li>• Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible:</li> </ul>		



		<ul style="list-style-type: none"> <li>• Increased use of overtime</li> <li>• Recruitment of temporary staff</li> <li>• Transfer of staff from non-critical areas to perform critical functions (this may require additional training which would be provided).</li> </ul>		
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to isolate until the results of a PCR test are known. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</p> <p>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the <a href="#">case of disease report form</a>. Further information is available from the <a href="#">Health &amp; Safety Executive (HSE)</a>.</p> <p>If a member of staff dies as a result of exposure to COVID-19 from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the <a href="#">case of disease report form</a>. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the <a href="#">Health &amp; Safety Executive (HSE)</a>.</p> <p>If a pupil becomes unwell with a new, continuous cough, high temperature or loss of taste and smell whilst on site, they must be isolated within the Medical Centre and a Covid Test must be arranged. Day pupils will sent home with their parent/carer and advised to follow the <a href="#">stay at home guidance pending result of the test</a>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</p>		

		<p>If an unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported to the enforcing authority under RIDDOR 2013 as a <a href="#">dangerous occurrence</a>. Further information is available from the <a href="#">HSE</a>.</p> <p>If a member of staff, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Pupils will be moved to the Medical Centre. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2m cannot be maintained. Information on the PPE required is provided in <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Consider that parents attending site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, and so should not be permitted to access any other areas of the school such as boarding houses to collect belongings etc.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia); they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Where a pupil or member of staff tests positive for COVID-19, the regional Team from Public Health England will be called in to provide advice on guidance and to initiate the NHS Track and Trace process. NHS Track and Trace will identify all close contacts of the pupil or member of staff who will be sent home or to their boarding house and advised to self-isolate</p>		
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		<p>for 10 days. Other household members do not need to self-isolate they begin to show symptoms themselves or subsequently test positive.</p> <p>Staff, contractors and pupils will be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of COVID-19).</p> <p>Control measures include:</p> <ul style="list-style-type: none"> <li>• Testing of all pupils using Lateral Flow Testing kits is carried out before pupils return to boarding houses or lessons, and then twice more at 3-5 day intervals. Following this all pupils will self-test with LFT Home Test kits twice weekly either at home or in their boarding houses.</li> <li>• All staff to be offered home testing LFT kits twice weekly.</li> <li>• All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> <li>• All positive LFT tests to be reported to HR and individuals will be isolated for 10 days.</li> <li>• Regular briefing of staff and pupils on the symptoms of COVID-19.</li> <li>• Displaying <a href="#">posters</a> informing of symptoms in prominent locations.</li> <li>• Informing pupils, parents, visitors, and contractors not to visit the school if they are displaying any symptoms of COVID-19 and to follow the <a href="#">stay at home guidance</a>.</li> <li>• A written procedure has been developed outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/ assistance, and recording, tracking and tracing) and this has been communicated to all staff.</li> <li>• Ensuring that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</li> <li>• For suspected cases, <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> to be used for identifying symptoms.</li> <li>• The Medical Centre has been identified as the suitable isolation area for any suspected cases.</li> <li>• Recent movements of suspected and confirmed positive cases will identified and suitable deep cleaning will be undertaken in line with the guidance in <a href="#">COVID-19: cleaning in non-healthcare settings</a>.</li> </ul>		
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<p>Suspected/ confirmed case of COVID-19 on site – boarding staff/ boarder.</p> <p>A member of boarding staff or boarders may display symptoms of COVID-19 whilst on site.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Boarding houses are considered 'households' for the purposes of the <a href="#">household self-isolation policy</a>. PHE advice will be sought and followed in the event of a suspected/confirmed case of CoVid-19.</p> <p>The government has produced the following guidance documents:</p> <ul style="list-style-type: none"> <li><a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings;</a></li> <li><a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></li> </ul> <p>These have been reviewed and their principles have been applied to Canford's risk assessments and operating procedures.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Testing of all pupils using Lateral Flow Testing kits is carried out before pupils return to boarding houses or lessons, and then twice more at 3-5 day intervals. Following this all pupils will self-test with LFT Home Test kits twice weekly either at home or in their boarding houses.</li> <li>All staff to be offered home testing LFT kits twice weekly.</li> <li>All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> <li>All positive LFT tests to be reported to HR and individual and all close contacts will be isolated for 10 days.</li> <li>Regular briefing of boarding staff and pupils on the symptoms of COVID-19, including those additional symptoms that can be displayed by some children and young people (Headache, Fatigue, Sore Throat, Skipping Meals).</li> </ul>		

		<ul style="list-style-type: none"> <li>• Displaying <a href="#">posters</a> informing of symptoms in prominent locations within the boarding houses/areas.</li> <li>• A written procedure has been produced outlining the steps to be followed should a member of boarding staff or boarder display symptoms whilst on site in line with the government guidance documents <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a> and <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>.</li> <li>• All staff and pupils are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and this will be refreshed periodically in line with any changes to the guidance and/ or your procedures.</li> <li>• For suspected cases, use <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> for identifying symptoms.</li> <li>• Recent movements of suspected case(s) will be reviewed, and suitable deep cleaning undertaken in line with the government guidance.</li> <li>• Public Health England will be called in immediately for advice and guidance in relation to any suspected/confirmed cases.</li> </ul>		
Failure to implement suitable social distancing measures – classrooms and other teaching spaces	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>The government guidance document <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> has been reviewed. Whilst social distancing principles (2m between staff and pupils whenever possible, 1m+ between pupils) are not mandated, staff and pupils are encouraged to maintain suitable distancing whenever possible. Physical measures such as Perspex screens remain in place.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Face coverings should be worn in areas or during activities where social distancing is difficult such as in the lunch queue, stairwells and busy corridors. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</li> <li>• All classrooms and workshops have been rearranged with sitting positions all facing forward and at least 1m apart.</li> <li>• All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> </ul>		

		<ul style="list-style-type: none"> <li>• In order to facilitate track and trace of close contacts, pupils will use the same desk within classrooms wherever possible with a thorough cleaning of the rooms at the end of the day.</li> <li>• Full-time timetable will be delivered with practical teaching activities such as science, design technology etc. all appropriately risk assessed and mitigating actions taken.</li> <li>• Greater number of activities will be delivered outdoors (subject to weather conditions).</li> <li>• Desks/workstations to be spaced as far apart as possible - 1m as a minimum. Desks that can't be used have been removed and pupils will be seated in strict alphabetical order within classrooms.</li> <li>• Remote education will be implemented on a short-term basis for pupils who are ill or in isolating.</li> </ul>		
Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>The government guidance document <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> has been reviewed. Whilst social distancing principles (2m between staff and pupils whenever possible, 1m+ between pupils) are not mandated, staff and pupils are encouraged to maintain suitable distancing whenever possible. Physical measures such as Perspex screens remain in place.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Face coverings to be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</li> <li>• All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> <li>• The wearing of face coverings whilst moving around inside school buildings where 1m+ social distancing cannot easily is recommended for all staff, pupils and visitors</li> <li>• Teaching staff have been briefed to control exit and entrance to classrooms and other teaching spaces to reduce the congestion in densely populated areas such as corridors.</li> <li>• The school bell system has been disabled allowing teaching staff to release pupils in a staggered manner in order to reduce congestion and queuing outside classrooms.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Mealtimes have been staggered (2 sittings for breakfast and dinner and 3 sittings for lunch) so that all staff and pupils are not moving around the school at the same time. Sittings are by year-groups, consistent with teaching groups, and pupils will be seated in designated areas of the dining rooms by House.</li> <li>• Groups will be kept apart as much as possible and tables will be cleaned between each group. Pupils have been asked to wipe down their dining space with disinfectant wipes before and after eating.</li> <li>• Staff will only be able to eat in the Old Library before the first pupil sitting or in the Drawing room. Lower School pupils will eat in the Great Hall with 6<sup>th</sup> Form pupils eating in the Old Library after staff have left not be able to eat in the dining spaces reserved for pupils. Staff meals can still be collected from the server and consumed in departmental bases or the Nash building which has been arranged to facilitate SD.</li> <li>• Drop-off and collection times at the start and end of terms, exeats and half terms will be staggered.</li> <li>• Drop-off and pick-up protocols will minimize adult to adult contact. With the exception of parents of new pupils, parents will not be allowed to enter boarding or day houses and will be asked to remain outdoors at all times during drop off and collection.</li> <li>• Outdoor equipment must not be used simultaneously by multiple groups.</li> <li>• Outside space will be used for breaks and exercise where weather conditions allow.</li> <li>• Group gatherings and meetings will be take place via remote means (MS Teams etc.) wherever possible. Safe capacities, allowing for appropriate SD, have been calculated for all internal spaces where group meetings are absolutely necessary.</li> </ul>		
Failure to implement suitable social distancing measures – boarding accommodation	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>The government guidance document <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> and the Boarding Schools Association template <a href="#">Checklist for Reopening Boarding Provision</a> have been reviewed and appropriate social distancing principles for boarding houses have been developed.</p> <p>The guidance document <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> states that:  “Residential settings in which no one is showing symptoms should respond to coronavirus like any other domestic household.</p>		

		<p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> <li>• Face coverings recommended to be worn by adults and pupils when moving around the boarding house, outside of bedrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</li> <li>• The size and layout of all boarding accommodation has been reviewed and reorganized to ensure that 1m+ social distancing measures can be complied with.</li> <li>• Additional screens have been installed where 1m+ SD is not possible.</li> <li>• Designated sleeping, working, bathroom and social spaces have been allocated.</li> <li>• PHE advice will be sought and followed for the purposes of the identifying close contacts following a confirmed or suspected case (please refer to the 'suspected/ confirmed case of COVID-19 on site – boarding staff/ boarder' section of this template risk assessment for further information).</li> </ul>		
<p>Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>The government guidance <a href="#">documents Safe working in education</a> and <a href="#">Working safely during COVID-19 in offices and contact centres</a> have been reviewed and appropriate social distancing principles for boarding houses have been developed.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Staff that can effectively and efficiently work from home will continue to work from home to limit the number of staff on site.</li> <li>• Face coverings recommended to be worn by adults and pupils when moving around the school, such as in corridors and communal areas where social distancing cannot easily be maintained.</li> <li>• All staff and pupils to ensure maximum ventilation in buildings by opening windows and doors whenever possible.</li> </ul>		



		<ul style="list-style-type: none"> <li>• Offices, staff rooms/ rest areas and toilets have limited numbers of occupancy and staff working timetables and break times have been staggered where possible to allow appropriateSD.</li> <li>• Office layouts and processes have been reviewed to allow staff to work further apart from each other. Additional screens have been installed where 2m SD remains difficult or staff have to work facing each other.</li> <li>• Plexiglass barriers have been installed in areas where staff may be required to closely interact with multiple persons (e.g. reception).</li> <li>• Staff meetings should continue to be held virtually where possible. Where this is not possible, meetings to be held outdoors or in held in a large, well-ventilated rooms with suitable social distancing measures in place. Number of delegates will to be kept to a minimum, and meetings to be kept as short as possible.</li> </ul>		
Failure to implement suitable social distancing measures – contractors and visitors	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	Please refer to the sections of this template risk assessment on 'Non-essential contractors/ visitors attending site' and 'Essential contractors/ visitors attending site' for further information.		
Offsite trips/ educational visits.	<p><i>All.</i></p> <p><i>Travelling against FCO/ government advice.</i></p>	<p>Considerations</p> <p>The government guidance document <a href="#">Schools Coronavirus (COVID-19) Operational Guidance</a> states:</p> <p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association</p>		

		<p>(BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p> <p>We will monitor and review the latest government guidance and plan any offsite trips/ educational visits accordingly.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Staff have been advised all planned educational visits are to be appropriately risk assessed and that formal authorization from a member of the SLT will be required.,</li> </ul>		
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means	<p><i>All</i></p> <p><i>Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.</i></p>	<p><u>Considerations</u></p> <p>Staff and pupils returning to the school may be at risk of contracting the virus whilst travelling to/ from the site, particularly if they need to use public transport. Canford's responsibility for ensuring that staff can commute into work safely, and pupils can travel to/ from the school safely is limited as there are many factors that are outside of our control; however, we continue to promote safe travel and make reasonable adjustments to facilitate this wherever possible.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Staff and pupils have been briefed not to attend the school site should they display any of the symptoms of Covid-19.</li> <li>LFT Testing programme for all staff and pupils in place to identify asymptomatic cases early.</li> <li>Staff have been advised to avoid using public transport wherever possible or to adjust their hours of work to allow them to travel outside of peak times as outlined in <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Staff, pupils and parents have been encouraged to walk or cycle to the school if possible or to use their private cars.</li> <li>• Hand washing facilities or alcohol hand rub has been provided at all entry points to buildings and staff, pupils, contractors and visitors have been instructed to thoroughly clean their hands when they enter the workplace.</li> </ul>		
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school	<p><i>All.</i></p> <p><i>Staff and pupils may be at risk of contracting the virus on transport services operated by the school (e.g. minibuses, coaches etc.).</i></p>	<p><u>Considerations</u></p> <p>Government guidance documents <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> , <a href="#">Coronavirus (COVID-19): safer transport guidance for operators</a> , <a href="#">Safe working in Education</a> , and <a href="#">Guidance for full opening: schools</a> have been reviewed to ensure that our transport risk assessments are updated to consider the risks posed by COVID-19.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• LFT Testing programme for all staff and pupils in place to identify asymptomatic cases early.</li> <li>• Perspex screens have been installed in School minibuses to separate the driver from pupils.</li> <li>• Pupils and drivers have been instructed to wear face coverings at all times on school transport.</li> <li>• Pupils and staff have been instructed to sanitise their hands before boarding and as they alight from vehicles. Alcohol hand rub will be provided in vehicles.</li> <li>• Pupils will be instructed to maximise separation between passengers and observe social distancing wherever possible.</li> <li>• Face-to-face seating in minibuses has been eliminated</li> <li>• The single coach for the Bournemouth and Poole run has been replaced with 3 minibuses to reduce crowding and minimize the time spent on school transport.</li> <li>• Staff will not work if they or a member of their household are displaying any symptoms of COVID-19.</li> <li>• Drivers have been instructed to maximise ventilation in vehicles using the air conditioning systems and open windows whenever possible.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Drivers will, as far as possible, follow hygiene rules and try to keep 2m distance from their passengers.</li> <li>• Vehicles will be thoroughly cleaned before and after journeys.</li> </ul>		
Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Good hand and respiratory hygiene is imperative in the fight to minimise the spread of the virus, and so we will need to ensure that adequate handwashing facilities are available and that staff and pupils are regularly briefed on good hand and respiratory hygiene practices.</p> <p>The need to ensure that suitable handwashing facilities and procedures are in place to enable contractors and visitors to practice good hand and respiratory hygiene whilst on the site.</p> <p><u>Control measures</u></p> <p>All staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/ sanitiser) in all bathrooms and toilets.</p> <p>Additional handwashing stations have been provided for the dining queues and all buildings have hand sanitiser stations at entrances.</p> <ul style="list-style-type: none"> <li>• Pupils have been provided with individual hand sanitiser bottles that can be replenished from central sources.</li> <li>• Procedures to ensure that handwashing facilities are checked and cleaned regularly have been implemented, and supplies of hand soap, alcohol hand rub/ sanitiser and paper towels will be checked and topped up where necessary.</li> <li>• Additional stocks of hand soap, alcohol hand rub/ sanitiser, paper towels and tissues have been procured.</li> <li>• Tissues will be provided in classrooms and other key areas to support the 'catch it, bin, it, kill it' approach and will be topped up regularly.</li> <li>• Staff, pupils, contractors and visitors are briefed on the need to wash their hands regularly (and upon arrival at the school, after using the toilet, before eating or handling</li> </ul>		

		<p>food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available <a href="#">here</a>).</p> <ul style="list-style-type: none"> <li>• Staff, pupils, contractors and visitors are briefed on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it').</li> <li>• Posters are displayed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</li> </ul>		
Non-essential contractors/visitors attending site	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Are there any ways in which we can minimise the number of people attending the site? For example, which visitors will we permit onto site? Are there any non-essential services provided by external contractors that can be temporarily postponed? Is there any non-essential refurbishment/construction work involving contractors that can be postponed? Do we hire out any part of the premises (e.g. language schools, sports lettings etc.)?</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Only essential visitors and contractors will be allowed on site.</li> <li>• Enhanced procedures have been introduced for the sports centre operations (reduced numbers, advanced bookings only, increased frequency and depth of cleaning etc)</li> <li>• Entry to the site will be controlled via reception and security whereby any non-essential persons can be denied access.</li> <li>• Temperature checks of all visitors who will be entering school buildings will be conducted at reception. Face coverings are required at all times in the reception area.</li> <li>• Face coverings will be required for all visitors when moving around inside school buildings whenever SD is not achievable.</li> <li>• All visitors will be notified in advance of additional control measures that will be implemented (Do not attend if you or anyone in the household has Covid Symptoms, Temperature checks at reception, wearing of face coverings in reception and inside school buildings, limited numbers within reception at any one time. Need to sanitise hands before entry to buildings etc)</li> <li>• All lettings reviewed and risk assessed in line with Covid risk assessments and hirers notified of cancellation where required.</li> </ul>		

Essential contractors/ visitors attending site.	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</i></p>	<p><u>Considerations</u></p> <p>We will continue to restrict access to your site to only those persons who are 'essential'. This may include contractors required for maintenance/ repair services, deliveries, and in a very few cases visitors, such as parents. Where contractors/ visitors are required to enter the school, reasonable precautions should be taken to prevent them potentially transmitting the virus to your staff, pupils or other persons on site.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Meetings with would be visitors to be held remotely (i.e. video-calls/ conferencing) where possible.</li> <li>• Limit the number of contractors/ visitors on site at any one time.</li> <li>• Records to be kept of all contractors/ visitors attending site. (we already have a contractor/ visitor sign in/ out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms).</li> <li>• Limit the areas of the workplace that contractors/ visitors are permitted to access.</li> <li>• Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils.</li> <li>• Temperature checks of all visitors who will be entering school buildings will be conducted at reception.</li> <li>• Face coverings will be required for all visitors when moving around inside school buildings and whenever SD is not achievable.</li> <li>• Confirmation will be obtained from contractors and visitors that they do not have symptoms of COVID-19, or other cold or flu symptoms prior to them attending site.</li> <li>• Hand washing facilities and alcohol hand sanitiser are available at entry points and contractors and visitors will be asked to thoroughly clean their hands before entering all buildings.</li> <li>• Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> <li>◦ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before eating or</li> </ul> </li> </ul>		

		<p>handling food, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site;</p> <ul style="list-style-type: none"> <li>o Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it');</li> <li>o The need to avoid touching their face (and especially the eyes, nose and mouth);</li> <li>o The need to follow the <a href="#">social distancing guidance</a> whilst on site including one way systems to follow and wearing of face coverings.</li> </ul> <ul style="list-style-type: none"> <li>• All staff to maintain 2m social distancing when escorting contractors or visitors.</li> <li>• Copies of contractors' COVID-19 risk assessments will be obtained prior to them attending site and checked to ensure that they comply with the specified control measures.</li> <li>• Areas that have been temporarily occupied by contractors or visitors will be thoroughly cleaned.</li> </ul>		
Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Particular attention should be given to common touch points such as door handles, lift buttons, sinks, taps, light switches, toilets, handrails, table tops etc. and the frequent cleaning of common touch points should form part of an enhanced cleaning regime.</p> <p>We have undertaken a thorough review of our general cleaning regime for the areas that will be occupied, any equipment that may be shared, and liaised with teaching staff and cleaning staff to ensure that a new regime is agreed and implemented.</p> <p>Suitable enhanced cleaning procedures are in place, suitable personal protective equipment (PPE), when required is made available and worn/taken off and stored correctly; and that suitable training is provided.</p>		

		<p>We will limit the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff.</p> <p>Sharing of stationery and other equipment will be eliminated where possible and cleaning sanitizing between use undertaken where sharing cannot be avoided.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Cleaning regime for general areas has been reviewed including identifying areas of the school that will be occupied, the location of frequently touched objects and surfaces such as door handles, sinks, taps, light switches, toilets, handrails, table tops etc. etc.), checking the suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning. All frequently touched objects will have additional twice daily cleaning undertaken.</li> <li>• Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Unnecessary soft furnishings, and other objects that are hard to clean (such as those with intricate parts) removed.</li> <li>• Minimise number of resources in classrooms in order to make sure they can be wiped clean. Wherever possible, resources which are not easily washable or wipeable have been removed.</li> <li>• Staff and pupils to use allocated desks/ tables/workstations. Hot desking to be avoided. Desks/ tables to be appropriately cleaned before and after use by individual users.</li> <li>• Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.). (3 times per day)</li> <li>• Provide disinfectant wipes near to all workstations and commonly used equipment.</li> <li>• Ensure that bins for tissues are emptied regularly.</li> <li>• Limit the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff – Prep to be set and completed virtually where possible Prep handed in to be handled carefully or left for 72 hours before touching.</li> <li>• No sharing of stationery and other equipment where possible.</li> <li>• COSHH assessments completed for any new cleaning substances introduced.</li> <li>• Additional stocks of cleaning substances, equipment, and PPE procured.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Cleaning staff provided with suitable PPE (i.e. disposable gloves and aprons where required.)</li> <li>• Cleaning staff trained on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training to be recorded).</li> <li>• Updated cleaning schedules to reflect changes.</li> </ul>		
Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a boarding house used to quarantine suspected/ confirmed cases of COVID-19, isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Suitable procedures should be in place, suitable PPE made available and worn/taken off and stored correctly; and suitable training provided.</p> <p>The Latest government guidance document <a href="#">COVID-19: cleaning in non-healthcare settings</a> has been reviewed and will be monitored as this may be subject to change. Refresher training will need to be provided to cleaning staff following any changes to the guidance and/or our own procedures.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• We have reviewed the suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document <a href="#">COVID-19: cleaning in non-healthcare settings</a>.</li> <li>• COSHH assessments have been completed for any new cleaning substances introduced as a result of the review.</li> <li>• Additional stocks of cleaning substances, equipment, and PPE have been procured.</li> <li>• We have procured additional sanitizing equipment, (fogging machines) to facilitate rapid and safe sanitizing of entire rooms in the event of suspect or confirmed cases of Covid-19.</li> <li>• Staff will follow the latest government guidance on <a href="#">COVID-19: cleaning in non-healthcare settings</a>, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required.</li> <li>• Potentially contaminated laundry item will be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) will be double bagged and store for 72 hours before being disposed of in line with the government guidance.</li> <li>• Cleaning staff will be provided with suitable PPE, in line with government guidelines.</li> <li>• Cleaning staff have been trained on the latest government guidance and ensure that this will be refreshed in line with any changes to the guidance</li> <li>• Cleaning staff have been trained on any new cleaning substances, equipment and/or PPE.</li> </ul>		
Hazards associated with provision of sports	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><u>Considerations</u></p> <p>Due to COVID-19 we need to adapt our sports offering. These changes will challenge each pupil but need to be delivered at an outstanding level by staff who are fully committed to adapting to the present sporting climate.</p> <p>We are ensuring that we follow government guidance on safety, cleaning and hygiene before restarting our sporting programme. We have then been able to make judgements regarding what physical activities can take place in light of our school specific environment and these decisions are also influenced by sporting National Governing Bodies with whom we will work closely.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Activities will be outside where possible</li> <li>• We will, where possible, work in 'consistent groups'.</li> <li>• Equipment only shared within / consistent groups and should be sanitised between different users where applicable</li> <li>• Sanitisation of equipment / kit to be done pre, during and post activity</li> <li>• Staggered start times if possible and separate meeting points</li> <li>• Registers of attendance must be taken at all sessions so as to facilitate and track and trace requirements at a later date</li> <li>• Key procedures for Sports / Games Sessions: <ul style="list-style-type: none"> <li>• Before each session both pupil and teacher should wash or sanitise their hands. The teacher/coach should check that all pupils has done this prior to their entering the session space if possible.</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>• Social Distancing recommendations should be observed when possible during sessions by both staff and pupils</li> <li>• In indoor facilities coaches are encouraged to have the windows / doors open where possible to help ventilate the space.</li> <li>• Pupils should gather at the correct time in the agreed and indicated meeting points for each sport and leave immediately after the session. For indoor venues this will likely be the exact session space and not waiting in corridors.</li> <li>• Session start and finish times will be staggered to help prevent clashes of year group bubbles</li> <li>• As many sessions as possible will be in outdoor locations although for some sports / activities this would not be possible and therefore we will ensure the following measures are applied:                         <ul style="list-style-type: none"> <li>• Only using indoor spaces that provide adequate space.</li> <li>• Utilising a one-way system, if possible, into and out of the space</li> <li>• Limiting the number of active participants at any one time</li> <li>• Ventilating indoor spaces as best possible during sessions</li> </ul> </li> <li>• Equipment Management:                         <ul style="list-style-type: none"> <li>• Where possible keep equipment to consistent group bubbles</li> <li>• All equipment to be cleaned with an appropriate anti-bacterial substance after use.</li> <li>• Bibs, if used, must not be swapped around and must then be washed before being used again</li> <li>• No equipment can be stored without undergoing appropriate cleaning.</li> </ul> </li> <li>• It is likely that there will be some injuries during sports sessions which will require a slightly different procedure. If a staff member needs to help / aid a pupil at a sports venue and can't socially distance they should use the PPE that will be found in the Cleaning Station / Box near the sports venue they are using. Further PPE is also available in every first aid kit. If the pupil needs to seek further medical assistance then the member of staff should phone the Medical Centre to advise them of the issue and check it is ok to arrange to transfer the pupil there. If Pupils can walk themselves to the Medical Centre they should. A Nurse / Buggy can be called out if needed / injury deemed significant / of concern.</li> </ul>		
Hazards associated with the catering provision	All	<u>Considerations</u>		

	<p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p>"It is very unlikely that you can catch coronavirus from food. COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging" (source: Department for Environment Food &amp; Rural Affairs 16/05/2020).</p> <p>We have considered the implications of Covid-19 on our ability to provide a full catering service. All hazards have been identified and suitable control measures have been put into place to reduce the risks so far as is reasonably practicable.</p> <p>Suitable procedures are in place to minimise the risk of infection and suitable training has been provided to staff.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> and <a href="#">Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services</a> have been reviewed and a risk assessment outlining how the guidance will be implemented has been compiled. Procedures have been updated where necessary, and staff received training on any changes.</li> <li>• Multi-touch points of service at serveries, salad bars, and drinks stations have been identified and eliminated or reduced where possible. The procedures have been amended to remove self-service and the menu modified to increase the ease of service using 'grab and go', pre-packed items such as hot food pots, salad pots, wraps and sandwiches in takeaway containers.</li> <li>• Cleaning regimes for areas where food is prepared and consumed have been increased (e.g. regularly cleaning push buttons on drinks dispensers etc.) and cleaning schedules have been updated.</li> <li>• refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped).</li> <li>• Vending machines have been taken out of service.</li> <li>• Staff and pupils will be regularly reminded of the need to wash their hands thoroughly before and after meals. Additional wash stations and hand-sanitising stations have been provided in the dining queuing areas and the wearing of face coverings in dining areas (except when actually eating) has been mandated.</li> </ul>		
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Lack of adequate numbers of trained fire personnel.	<p><i>All.</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i></p>	<p><u>Considerations</u></p> <p>As a result of the COVID-19 pandemic, Canford may have a reduced number of staff on site. The staff on site may also have to isolate due to illness of either themselves, or other members of their household; and this could include managers and other staff with key roles in your fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such we will need to ensure that our procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</p> <p><u>Control Measures</u></p> <ul style="list-style-type: none"> <li>The list of managers and other staff with key roles in your fire procedures has been reviewed and will be reassessed to ensure that sufficient trained personnel are on site at all times.</li> <li>Additional training will be provided should numbers of trained staff drop below the minimum. Canford's H&amp;S&amp;F Manager is qualified to provide additional training.</li> <li>All staff are aware of their responsibilities during a fire evacuation and are provided with refresher training when required.</li> </ul>		
New fire hazards as a result of implementing control measures for COVID-19.	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<p><u>Considerations</u></p> <p>Existing fire procedures may direct staff and pupils to fire assembly points with limited space, resulting in staff/pupils being in close proximity to each other and breaching current social distancing advice.</p>		

		<p>As a result of the change in operations to implement social distancing measures, staff and pupils may be working and learning in areas of the school site that are not familiar to them and so may not be aware of the escape routes and assembly points.</p> <p>We have considered any potential new fire hazards introduced as a result of implementing control measures for COVID-19, such a propping door open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing and storage of large quantities of alcohol hand rub etc.).</p> <p>All extant risk assessments and fire procedures have been reviewed and updated as a result of any changes. Fire drills are routinely practiced in the first week when more pupils return</p> <p><u>Control measures</u></p> <p>Canford's fire assembly points are all outside with plenty of space and hence are conducive to following social distancing advice (i.e. that building occupants will not be required to congregate in small areas).</p> <ul style="list-style-type: none"> <li>• In the event of a fire alarm, all staff and pupils are briefed to don face coverings and exit buildings via the nearest fire exit irrespective of Covid-19 one-way routes. Social distancing to be maintained at assembly points.</li> <li>• Staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points.</li> <li>• Pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).</li> <li>• Staff have been briefed that Covid-19 specific control measures such as propping doors open to minimise multi-touch points and improve ventilation must be incorporated into revised risk assessments for each area and that the fire risk assessment is reviewed and updated.</li> <li>• All changes to fire risk assessments and/or written fire procedures are communicated to staff by department heads.</li> </ul>		
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<p>Lack of adequately trained first aid/medical/administration of medication personnel.</p>	<p><i>All.</i></p> <p><i>Various injuries/illness as a result of delayed access to first aid/administration of medication.</i></p>	<p>Considerations</p> <p><i>As a result of the COVID-19 pandemic, you will have a reduced number of staff on site. The staff on site may also change due to illness of either themselves, or other members of their household; and this could include trained first aiders, on-site medical staff, and/or those responsible for administering medication. The risk of injury/illness is ever present, and as such you will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</i></p> <p><i>Potential control measures may include:</i></p> <ul style="list-style-type: none"> <li><i>Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?).</i></li> <li><i>Review your first aid needs risk assessment to take account of reduced staff and pupils.</i></li> <li><i>Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.</i></li> </ul> <p><u>Control Measures:</u></p> <ul style="list-style-type: none"> <li>Ongoing monitoring of trained staff availability in all areas of school operation.</li> <li>Develop contingency plans where appropriate.</li> <li>Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible:</li> <li>Increased use of overtime</li> <li>Recruitment of temporary staff</li> <li>Transfer of staff from ensure first aid cover in all areas (this may require additional training which would be provided).</li> </ul>		
<p>Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals .</p>	<p><i>Staff administering first aid/ medical treatment.</i></p> <p><i>Staff administering first aid/ medical treatment could contract COVID-19</i></p>	<p><u>Considerations</u></p> <p>First aiders and in-house medical staff may need to provide treatment to both asymptomatic and symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</p> <p>The government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states that if a child, young person or other</p>		

	<i>from the individual being treated.</i>	<p>learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements.</li> <li>• Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splashproof eye protection).</li> <li>• Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded).</li> <li>• Review bodily fluid and infection control procedures including deep cleaning procedures following a suspected or confirmed case of Covid-19</li> </ul>		
Lack of risk assessments for any new/adapted teaching activities.	<p><i>All.</i></p> <p><i>Various injuries arising from teaching activities.</i></p>	<p><u>Considerations</u></p> <p>During this time school staff may choose to introduce new or adapted activities for their pupils. These new or adapted activities may not fall under the school's existing risk assessments and so this will need to be addressed. We need to ensure that any hazards presented by the new/adapted activities are identified, together with suitable control measures to either eliminate or reduce the risk.</p>		



		<p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Staff have been briefed on the need to complete risk assessments prior to the introduction of any new teaching activities and to amend risk assessments for existing activities to fully reflect the additional control measures for Covid-19.</li> <li>• Any other staff involved in the new/adapted activity will be briefed on the content and implications of the revised/new risk assessments.</li> </ul>		
<p>Security risks arising from unoccupied buildings and/or parts of the premises.</p>	<p><i>All.</i></p> <p><i>Various injuries, damage to property and/or theft of property as a result of trespasser(s) gaining access.</i></p> <p><i>Lack of insurance cover for unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers.</i></p>	<p><u>Considerations</u></p> <p>Due to reduced site activities and closure of sports facilities (such as gyms and swimming pools), buildings and internal/external areas of the site may be left unoccupied for long periods. Risk and exposure to the premises will alter while they remain empty. For example; premises will become more theft attractive and more susceptible to vandalism, arson and unmonitored water damage. To minimise possible risks to unoccupied premises it is important that swift action is taken to protect them during this difficult time. If premises become unoccupied in whole or in part, focus should be on risk reduction and loss prevention.</p> <p>Canford has maintained a comprehensive 24/7 security presence onsite throughout the closure period and regular inspections and maintenance have been carried out to ensure that the site and its essential systems remained safe and operational ready for re-opening and in accordance with insurance requirements. Similar arrangements will be put in place for any future closure periods.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Identify all unoccupied buildings and internal/external areas of the site.</li> <li>• Review all unoccupied buildings and internal/external areas with a focus on risk reduction and loss prevention, for example: <ul style="list-style-type: none"> <li>○ Security – safeguard the building and put all protective locks, immobilisers and alarm protection (Intruder Alarms and CCTV) into function. Check that any alarm signaling system (e.g. Redcare style system) is operational;</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>Where feasible, contents should be moved from empty premises, especially combustible objects and high value or business critical objects/equipment;</li> <li>Ensure that utilities (such as water supply) to the empty premises are disconnected when possible, or isolated. This should not hinder fire protection, heating, safety, or security purposes; and</li> <li>Ensure that the building is inspected internally and externally at least once a week where possible and keep a written record of the inspection.</li> <li>Liaise with broker/ insurer to determine any terms/ conditions of insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible.</li> </ul>		
<p><b>Increase in staff lone/remote working whilst on site .</b></p>	<p><i>Staff.</i></p> <p><i>Various injuries arising from a lack of direct supervision.</i></p>	<p><u>Considerations</u></p> <p>Due to reduction in staff and pupil numbers, cohorting of staff and amended shift patterns or requirements to work alone for SD reasons, there may be an increase in the number of staff undertaking lone or remote working activities. Teaching staff may be spread out across the site away from their usual departmental teams to enable better social distancing between groups of staff and pupils.</p> <p>Canford already has risk assessments in place covering lone/remote working activities, but it would be good practice to review and update these incase of any changes arising from the current situation.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Consider lone/remote working activities being undertaken across the site and ensure that risk assessments are completed (or that any existing risk assessments are reviewed and updated). Guidance on lone/remote working is available from the HSE <a href="#">here</a>.</li> <li>Ensure that staff that are unfamiliar with undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training where necessary.</li> <li>Line managers to ensure regular contact is made with team members working alone for extended periods to ensure their continued physical and mental wellbeing.</li> </ul>		

Legionella risk arising from unused buildings and/or parts of the premises.	<p><i>All.</i></p> <p><i>Exposure to legionella bacteria leading to serious illness or death.</i></p>	<p><u>Considerations</u></p> <p>The school may have been fully closed during the lockdown periods but all or parts of your hot and cold-water systems were continued to be maintained..</p> <p>Where water systems have been completely taken out of use, partially used for an extended period of time (which could be as little as two weeks), or have been infrequently used; there is an increased risk that Legionella bacteria could have multiplied to hazardous concentrations. As such, there are several factors that need to be considered when bringing the water system back into use.</p> <p>Control measures</p> <ul style="list-style-type: none"> <li>• Canford has maintained a comprehensive 24/7 security presence onsite throughout the closure period and regular inspections and maintenance have been carried out to ensure that the site and its essential systems remained safe and operational ready for re-opening and in accordance with insurance requirements. Similar arrangements will be put in place for any future closure periods.</li> </ul>		
Poor ventilation	<p><i>All.</i></p> <p><i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i></p>	<p><u>Considerations</u></p> <p>The general aim should be to supply as much outside air as possible, with a high air change rate. For buildings with mechanical ventilation systems this may be achieved by adjusting the system settings. Windows and doors may also be used to create additional air flow (although only if safe to do so – any fire and safeguarding risks this action may present will need to be properly risk assessed). The recirculation of air should be prevented, and the settings of any heating and ventilation systems should therefore be adjusted accordingly.</p> <p>Further guidance is available from the Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled <a href="#">How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces</a> which provides a summary of practical measures for building services operation including:</p> <ul style="list-style-type: none"> <li>• Secure ventilation of spaces with outdoor air;</li> </ul>		

		<ul style="list-style-type: none"> <li>• Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time;</li> <li>• At nights and weekends, do not switch ventilation off, but keep systems running at lower speed;</li> <li>• Ensure regular airing with windows (even in mechanically ventilated buildings);</li> <li>• Keep toilet ventilation 24/7 in operation;</li> <li>• Avoid open windows in toilets to assure the right direction of ventilation;</li> <li>• Instruct building occupants to flush toilets with closed lid;</li> <li>• Switch air handling units with recirculation to 100% outdoor air;</li> <li>• Inspect heat recovery equipment to be sure that leakages are under control;</li> <li>• Switch fan coils either off or operate so that fans are continuously on;</li> <li>• Do not change heating, cooling and possible humidification setpoints;</li> <li>• Do not plan duct cleaning for this period;</li> <li>• Replace central outdoor air and extract air filters as usual, according to maintenance schedule; and</li> <li>• Regular filter replacement and maintenance works will be performed with common protective measures including respiratory protection.</li> </ul> <p>Guidance on ventilation in <a href="#">Managing school premises during the coronavirus outbreak</a>.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Advising staff to open windows where possible and safe to do so. 'Breathe easy is one of the 6 principles of Canford's reopening procedures and include the need to keep rooms ventilated.</li> <li>• Assessing which doors (if any) can be propped open to improve ventilation (N.B. this will need to be considered from a fire risk assessment perspective, and fire risk assessment have been updated where appropriate, as well as considering safeguarding and security risks) and advising staff on which doors can be propped open and the procedures to follow (e.g. that staff are advised to remove any wedges and close doors when rooms are left unoccupied).</li> <li>• Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in</li> </ul>		
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		<a href="#">How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.</a>		
Failure to complete adequate cleaning and checks prior to reopening the School	<p>All</p> <p>Various issues could arise as a result of not completing the necessary checks</p>	<p><u>Considerations</u></p> <p>Unless compliance checks have been maintained throughout the closure period then there are likely to be some additional checks that need to be undertaken prior to reopening. Depending on the state of the building, you may also need to arrange for a deep clean and/or maintenance to be undertaken prior to reopening.</p> <p>Areas to consider include:</p> <ul style="list-style-type: none"> <li>• Completing a visual inspection of the site to determine levels of cleanliness and identify any damage or other concerns;</li> <li>• Testing/ inspecting all relevant fire safety equipment and systems before allowing employees and pupils back onto site. This would typically include:</li> <li>• A full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);</li> <li>• A full discharge test of the emergency lighting system across the site;</li> <li>• A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;</li> <li>• Checking that fire escape routes are clear of any obstructions;</li> <li>• Checking that final fire escape doors are unlocked and operational;</li> <li>• Checking the operation of internal fire doors to ensure that they close properly; and</li> <li>• Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> <li>• Statutory inspections are up to date in line with the periods set out within the written scheme (e.g. lifting equipment, pressure systems etc.). If not you will need to contact the inspecting body (this is usually arranged via your insurers) as soon as possible. The statutory obligations for thorough examination and testing (TE&amp;T) remain in place and the HSE expects duty holders to make all reasonable efforts to arrange for them to be carried out within the statutory time limits. If a failure occurs due to a safety related fault, enforcement action may be taken. Further information is available from the <a href="#">HSE</a>.</li> </ul>		

		<ul style="list-style-type: none"> <li>Asbestos - You should complete a visual inspection of all Asbestos Containing Materials (ACMs) prior to reopening to confirm that there has been no damage during the initial lockdown period. If you identify any damage, you should immediately isolate the area and contact your asbestos consultant for advice;</li> <li>Legionella – please refer to the 'Legionella risk arising from unused buildings and/or parts of the premises' section of this risk assessment for further information; and</li> <li>Identifying any other formal maintenance inspections, testing, or specialist cleaning which may have been missed during the initial lockdown period and arranging for these to be completed before reoccupation where required (e.g. inspection of fixed electrical wiring, gas appliances, deep cleaning of the kitchen extraction system etc.).</li> </ul> <p>Generally, school buildings that have been completely or partially closed, should be recommissioned as you would normally do at the end of the school summer holiday period. A member of staff should be identified for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening.</p> <p>In addition to the above, you'll also need to consider the hazards presented by operating at reduced occupancy going forwards. The government have produced guidance for <a href="#">Managing school premises during the coronavirus outbreak</a>.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Canford has maintained a comprehensive 24/7 security presence onsite throughout the closure period and regular inspections and maintenance have been carried out to ensure that the site and its essential systems remained safe and operational ready for re-opening and in accordance with insurance requirements. Similar arrangements will be put in place for any future closure periods.</li> </ul>		
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p><i>Staff.</i></p> <p><i>Aches and pains from adopting poor</i></p>	<p><u>Considerations</u></p> <p>Even after reopening a number of staff will remain working from home and suitable measures are needed to protect and promote their health, safety and welfare. This will</p>		

	<p><i>posture whilst using DSE.</i></p> <p><i>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home.</i></p>	<p>require a suitable and sufficient risk assessment of homeworking activities undertaken by your employees to identify any hazards and assess the degree of risk.</p> <p>The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So, in that situation employers do not need to do home workstation assessments. However, you could provide workers with advice on completing their own basic assessment at home and we have produced a <a href="#">Temporary Home Worker Self-Assessment Checklist</a>.</p> <p>There are of course many challenges to ensuring the wellbeing of employees in their home as supervision and monitoring is extremely difficult. The fact that many employees who are currently working from home will not have previously done so and won't continue to do so following the COVID-19 pandemic, adds further challenges as they are unlikely to have appropriate workstations in their home. You can download our guidance document <a href="#">Working from Home: A Brief Guide for Employers</a>.</p> <p>If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the <a href="#">HSE</a>.</p> <p>Control measures</p> <ul style="list-style-type: none"> <li>• Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document <a href="#">Working from Home: A Brief Guide for Employees</a>).</li> <li>• Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.).</li> <li>• Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.).</li> </ul>		
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Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p><i>Pupils.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i></p>	<p><u>Considerations</u></p> <p>In the event of pupils needing to remain at home as a result of illness or the need to isolate as a confirmed case of Covid-19, steps will be required to protect and promote their health, safety and welfare. Public Health England has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available <a href="#">here</a>.</p> <p>Control measures</p> <ul style="list-style-type: none"> <li>Provide pupils with guidance on how to safely learn at home. Canford has already operated remote learning very successfully and lessons learned from the summer term will be applied.</li> <li>Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.).</li> <li>Review communication channels for academic and pastoral support.</li> </ul>		
Fear/ anxiety caused by returning to school.	<i>Staff, pupils, and parents/ carers.</i>	<p><u>Considerations</u></p> <p>Individuals will respond in different ways to being asked to return to school. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a</p>		



	<i>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</i>	<p>negative impact on their mental health. It is important that the likely impact that returning to the school will have on mental health is established and take steps to alleviate worries or concerns where possible.</p> <p>Control measures</p> <ul style="list-style-type: none"> <li>• Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. All staff who have expressed concerns about their physical wellbeing on return to work have been contacted and a discussion held to address their concerns as far as practicable. Canford has implemented specific wellbeing measures to support staff and pupil <a href="#">Wellbeing</a>. Staff can also access wellbeing advice and services via the school's employee assistance program provided by <a href="#">Lifesize</a>.</li> <li>• Provide staff, pupils and parents with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school.</li> <li>• Identify any specific concerns that employees, pupils, and/or parents have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>• Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li> <li>• Review and update Bereavement Procedure.</li> </ul>		
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	<p><i>Staff and pupils.</i></p> <p><i>Various potential safeguarding issues.</i></p>	<p><u>Considerations</u></p> <p>Steps will be required to ensure that child protection/ safeguarding procedures are reviewed and updated against the latest government guidance documents <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> and <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a> to consider this shift in teaching and learning.. The guidance document states that "children should continue to be protected when they are online". You'll need to ensure that staff are clear on what is/is not acceptable in terms of methods of communication with their pupils and consider how risks arising from virtual/online provision (especially 1:1 sessions such as music lessons) can be minimised. To assist you, the BSA has provided some additional guidance available <a href="#">here</a>, and the ISI has produced some prompts available <a href="#">here</a>.</p>		

		<p>In addition, parents can read the relevant guidance document at <a href="#">Coronavirus (COVID-19): support for parents and carers to keep children safe online</a>.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>Canford's child protection/ safeguarding procedures were and updated for the Summer term against the government guidance documents <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> and <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a> to consider potential issues with the shift towards virtual/online teaching and learning. These procedures remain extant and will be updated as and when legislation guidance changes.</li> </ul>		
<p><b>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</b></p>	<p><i>All</i></p> <p><i>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</i></p>	<p><u>Considerations</u></p> <p>The DSL, Deputy DSL and/or other key child protection/ safeguarding staff may be absent from the school (i.e. either as a result of having to self-isolate because of an underlying health condition that may put them at increased or very high risk of severe illness from COVID-19, or as a result of either themselves or a member of their household developing symptoms of COVID-19). ,</p> <p><i>The above guidance document <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> states that:</i></p> <p><i>"The optimal scenario for any school or college providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:</i></p> <ol style="list-style-type: none"> <li><i>1) a trained DSL or deputy from the school or college can be available to be contacted via phone or online video - for example working from home</i></li> <li><i>2) sharing trained DSLs or deputies with other schools or colleges (who should be available to be contacted via phone or online video)</i></li> </ol> <p><i>Where a trained DSL or deputy is not on site, in addition to one of the above options, the department recommend a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where</i></p>		

		<p><i>they require access to children in need and/or to carry out statutory assessments at the school or college.</i></p> <p><i>Whatever the scenario, it is important that all school and college staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them."</i></p> <p><u>Control measures</u></p> <p>Canford already has 3 nominated and trained Deputy Designated Safeguarding Leads able to carry out the duties of the DSL in the absence/illness of the DSL/other Deputy DSLs in line with the Government guidance document. In the highly unlikely event of the absence of the DSL and 3 x DDSLs Canford will:</p> <ul style="list-style-type: none"> <li>• Request that the DSL or any Deputy DSLs who are self-isolating carry out their duties remotely via MS Teams, MS Office and e-mail/telephone.</li> <li>• Consider liaising with other nearby schools to arrange sharing of DSL's where required.</li> <li>• Nominate a suitably experienced senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL and all 3 Deputy DSLs be absent.</li> <li>• Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/ safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.</li> </ul>		
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	<p>Staff and pupils</p> <p>Various potential child protection/ safeguarding issues</p>	<p><u>Considerations</u></p> <p>The government guidance document <a href="#">Schools Covid-19 Operational Guidance</a> states that:</p> <p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding</p>		

		<p>any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• DSL or Deputy DSL to lead a review of the school's existing child protection/ safeguarding policy against the Government guidance document and to ensure that it reflects <ul style="list-style-type: none"> <li>○ Any updated advice received from the local safeguarding partners;</li> <li>○ Any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need;</li> <li>○ What staff and volunteers should do if they have any concerns about a child;</li> <li>○ The continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns;</li> <li>○ DSL (and deputy) arrangements;</li> <li>○ Peer on peer abuse - given the very different circumstances the school is operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach);</li> <li>○ What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how the school responds to any such concerns);</li> <li>○ Any arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition; and</li> <li>○ What arrangements are in place to keep children not physically attending the school safe, especially online, and how concerns about these children should be progressed.</li> </ul> </li> </ul>		
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<b>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</b>	<p>All</p> <p>Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<p><u>Considerations</u></p> <p>The Government guidance document states that you should consider the following steps:</p> <ul style="list-style-type: none"> <li>• Tell children, young people, parents or any visitors, such as suppliers, not to enter the education or childcare setting if they (and/or any members of their household) are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection);</li> <li>• Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</li> <li>• Also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>• Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>;</li> <li>• Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful;</li> <li>• Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; and</li> <li>• Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>		

		<p>Employers have a duty to consult employees on health and safety. Staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the school. Staff should be encouraged to identify, speak up and provide feedback on risks and control measures.</p> <p>It would be beneficial to compile communication plans for both internal and external communications, as well as a training needs analysis to identify any additional staff training required as a result of the measures that you are implementing.</p> <p>You will also need to update your staff disciplinary and pupil behaviour policies to reflect the new rules and routines. You may wish to consider developing a separate COVID-19 Code of Conduct that can be briefed to staff and pupils and used to support disciplinary action for non-compliance.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Canford has continued to communicate with parents throughout the closure period.</li> <li>• A formal communications was issued to all staff at INSET to advise them of key information including: <ul style="list-style-type: none"> <li>o That they must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a>;</li> <li>o Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site;</li> <li>o Social distancing and hygiene procedures;</li> <li>o Any changes to fire or first aid procedures;</li> <li>o Timetable changes (timings, locations etc.);</li> <li>o That parents/visitors must not enter the buildings unless they have a pre-arranged appointment;</li> <li>o Copies of relevant risk assessments to demonstrate how Canford intends to minimise the risk; and</li> <li>o Details of the ISET programme for 7<sup>th</sup> and 8<sup>th</sup> September 2020 where a COVID-19 staff induction would be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This will be delivered</li> </ul> </li> </ul>		
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Failure to implement and adhere to the latest government advice/guidance	<p>All.</p> <p>Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p><u>Considerations</u></p> <p>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that you keep up to date with the latest advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li><a href="#">Operational Guidance for Schools</a></li> <li><a href="#">COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</a></li> <li><a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li><a href="#">COVID-19: guidance for education settings</a></li> <li><a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></li> <li><a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> <li><a href="#">Coronavirus: travel guidance for educational settings</a></li> <li><a href="#">COVID-19: cleaning in non-healthcare settings</a></li> <li><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li><a href="#">Coronavirus (COVID-19): safer transport guidance for operators</a></li> <li><a href="#">Independent Schools' Bursars Association (ISBA)</a></li> <li><a href="#">Independent Schools Council (ISC)</a></li> <li><a href="#">Association of School and College Leaders (ASCL)</a></li> <li><a href="#">Boarding Schools' Association (BSA) latest COVID-19 updates</a></li> </ul> <p>Potential control measures may include:</p> <ul style="list-style-type: none"> <li>Canford has nominated a Covid-19 Officer to complete a weekly review of the above and any other key information channels and feed back key points to SMT/SLT. These documents will also be monitored regularly by specialist staff (HR, H&amp;S, Bursar, DSL etc.).</li> <li>SMT/SLT to review key points and decide on any actions required.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/SLT.</li> <li>• Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>		
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	<p>All.</p> <p>Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</p>	<p><u>Considerations</u></p> <p>This risk assessment should be endorsed at Board level.</p> <p>You'll also need to put measures in place to ensure that the content of this risk assessment and any related policies/ procedures are being properly implemented and adhered to. You'll also need to ensure that suitable procedures are in place to monitor their effectiveness.</p> <p><u>Control measures</u></p> <ul style="list-style-type: none"> <li>• Ensure that this risk assessment is reviewed and agreed at Board level prior to reopening.</li> <li>• The Bursar will take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures.</li> <li>• Develop procedures to monitor compliance, such as checklists etc. and task relevant staff with completing and reviewing them.</li> <li>• Weekly SLT meetings (Fridays) have been scheduled to discuss the school's COVID-19 response and to agree action plans with SMART targets to address any issues, with periodic monitoring by SLT and to ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>		
<i>Other hazards identified...</i>		Any other hazards related to Canford's site or operations that need to be considered will be included here at subsequent review points. This document will remain live and subject to ongoing amendment in the light of experience, as and when circumstances dictate or when guidance changes.		



Date of Policy: 4<sup>th</sup> September 2020  
Date of Last Update: 3<sup>rd</sup> September 2021  
Date of Next Review: 3<sup>rd</sup> October 2021

#### Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed

Next review due:

3<sup>rd</sup> October 2021